

Vigo County has an opening in the Prosecutor's Office for the **IV-D Caseworker**.

In this role, a specific case load will not be assigned. The responsibilities are receptionist duties and clerical functions. This position will greet visitors, answer/screen telephone calls and will forward them to the appropriate personnel. The phone system is five (5) lines. In addition to being responsible for the incoming calls and walk-ins/appointments, responsibilities also include write-up sheets and court files.

Preferred Skills and Abilities

- Ability to operate a variety of office equipment.
- Excellent computer skills.
- Excellent communication skills both verbally and written.
- Ability to make independent judgments in absence of management, use common sense.
- Ability to learn and understand legal/child support terminology, language, principles, and techniques.
- Ability to work under moderate stressful conditions, to respond immediately to crisis situations and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly.
- Ability to behave in a friendly, understanding helpful, and professional manner with clients/customers, coworkers, supervisors, and the general public.

Applications can be filled out or resumes may be sent to:

Attn: Human Resources

Vigo County Annex

650 S. 1st St.

Terre Haute, IN 47807

Applications are accessible at the County Job Board near the northwest entrance of the County Annex Building or the County website www.vigocounty.IN.Gov under the subtitle Employment.

No phone calls please. EOE